

TO BE PUBLISHED AS

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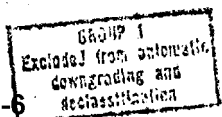
31 August 1970

2. ARCHIVAL ADMINISTRATION. This paragraph provides for a continuing Agency Archival Program to identify, control, and protect permanently valuable records from their creation or receipt, and prescribes policies and responsibilities for effectively carrying out the program.

a. ARCHIVAL RECORDS DEFINED. For the purpose of this paragraph Archival records are defined as: any book, paper, map, photograph, film, recording, or other document or material regardless of physical form or characteristic, created or received by any part of the Central Intelligence Agency pursuant to Federal Law or in connection with the transaction of public business and preserved permanently by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, decisions, procedures, financial or legal transactions, operations, or other activities or because of the historical research or informational value of data contained therein. "Archives", "Permanent Records" and "Archival Record Material" may be used interchangeably.

b. ARCHIVAL PROGRAM. The Archival Program consists of the elements listed and described below:

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- (1) Records Retention Plans - The identification, appraisal, and listing, within "Office-of-Record" responsibility, all records worthy of permanent retention.
  - (2) Archival Record Selection - Only those records selected and identified in a Records Retention Plan will be accepted into the Agency Archives.
  - (3) Archival Arrangement - The records will be arranged and indexed in such a manner as to facilitate timely and thorough research reference service.
  - (4) Repair and Preservation - Torn or damaged records will be restored by use of such methods as silk-screening or laminating. Those records in danger of deterioration will be preserved by microfilming.
- c. POLICIES. The Agency Archival Program shall be administered on a decentralized basis through programs governed by the following policies:
- (1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency both at Headquarters and in the Field.
  - (2) Measures shall be taken to ensure that essential records are created and maintained by the most efficient and economical

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methods to permit their movement into the custody and control of the Agency Archives.

- (3) Measures shall be taken to ensure that temporarily valuable records are not intermixed with the permanently valuable records.
- (4) The Agency Archives shall be a facility for storing, processing, controlling, and servicing the archival records of the Agency and its legitimate predecessor or successor organizations. The Agency Archives shall be compartmented and controlled in such a manner that the defense classification or sensitivity requirements of the office transmitting the records are honored.
- (5) Records Retention Plans shall be developed to identify records of permanent value, and to provide the basis for periodic transmittal of noncurrent records from office space and filing equipment to more economical storage in the Agency Archives. These Retention Plans shall be maintained in a current status.

d. RESPONSIBILITIES.

- (1) The CIA Archivist -- The CIA Archivist shall:
  - (a) Select, arrange, control, and make available for research the permanently valuable records of the Agency.
  - (b) Furnish staff guidance, assistance, and coordination of the Agency Archival Program.

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- (c) Coordinate with the CIA Records Administration Officer in the review and approval of records control schedules to ensure that permanently valuable records are not inadvertently scheduled for destruction.
  - (d) Direct the activities of the Agency Archives.
  - (e) Maintain Agency Archival liaison with the National Archives and Records Service (NARS), General Services Administration (GSA) on archival record matters.
  - (f) Review the Agency Archival Programs established in the various operating offices.
  - (g) Promote the Agency Archival Program through training and publicity.
  - (h) Conduct research on Archival techniques and procedures to improve and promote efficient archival management practices.
- (2) The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices. The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices shall:
- (a) Establish, direct, and maintain for their respective jurisdictions Agency Archival Programs consisting of the elements outlined in subparagraph b. above.
  - (b) Maintain liaison with other offices of the Agency, as required, in the performance of their archival responsibilities.

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- (c) Designate an individual who will be responsible, in coordination with the CIA Archivist, for the development and administration of the Agency Archival Program under their respective jurisdictions.

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PERSONNEL

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ANNOUNCEMENT OF ASSIGNMENT TO KEY POSITION

Effective           (date)            is appointed

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CIA Archivist.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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